

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 212
DECEMBER 2, 2015 – WORK SESSION**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, December 2, 2015, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Richard Hannold, Member
 Jill Johnson, Member - Excused

Staff Present: Bill Oakes, Director, Jan vanMuyden, Parks Superintendent, Connie Bowers, Doug Cox, Catherine Kelly

Others Present: Dan Mitchell, Chief Civil Deputy Prosecuting Attorney

Record @ 00:05

Parks

Subject/Description: Hurt Property Donation

Attachment: Memorandum dated 11/20/15 from Public Works/Parks to BOCC

Action Requested: Jean Hurt is proposing donating 13.95 acres to Island County Parks to compliment her previous donation in 1988. The property is valued at \$130,000, with a taxable value of \$3,116 since it is in the Open Space Program.

Follow up: Okay with Board.

Roads

Subject/Description: Review Speed Limit Ordinances – Engle Road & Smugglers Cove Road

Attachment: yes

Discussion: Set for Public Hearing on December 22nd for a date in January @ 10:15 a.m.

Follow up: Okay with Board.

Solid Waste

Subject/Description: Surplus Resolution – 40 yd Roll-Off Containers (8)

Attachment: resolution

Action Requested: Approval to surplus eight 40 cubic yard roll-off containers.

Follow up: Okay with Board to bring resolution forward to a Tuesday consent agenda.

Subject/Description: Surplus Resolution – Kilkom Baling Press

Attachment: resolution

Action Requested: Approval to surplus 1991 Kilkom baling press.

Follow up: Okay with Board to bring resolution forward to a Tuesday consent agenda.

ER & R

Subject/Description: ER & R – (4) Chevy Colorado's/Surplus

Attachment: Memorandum dated 11/17/15 from Matt Nienhuis, to BOCC / PO # 10386

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Action Requested: Purchase of four (4) new 2015 Chevy Colorado pickups from Bud Clary Chevrolet; \$106,290.86 incl. WWST; Surplus of 1994 Chevy S10 pickup, 200 GMC pickup, 2000 Ford Ranger pickup, 2000 GMC pickup.

Follow up: Okay with Board to move forward with purchase of 4 new pickups and surplus resolutions.

Subject/Description: ER & R – (6) Ford F350's/Surplus

Attachment: Memorandum dated 11/17/15 from Matt Nienhuis, to BOCC/ PO #10384

Action Requested: Purchase of six (6) new 2016 Ford F350 pickups from Corwin Ford; \$183,875.00 incl. WWST; Surplus of 1996 Ford pickup, 1998 GMC 2500 pickup, 4 ea 2001 F250 pickups.

Follow up: Okay with Board to move forward with purchase of 6 new pickups and surplus resolutions.

Subject/Description: ER & R - (1) Ford 350/Surplus

Attachment: Memorandum dated 11/17/15 from Matt Nienhuis, to BOCC/ PO # 10387

Action Requested: Purchase of one (1) new 2016 Ford 350 pickup from Corwin Ford; \$29,034.21 incl. WSST; Surplus of 1 2004 Ford F250 pickup.

Follow up: Okay with Board to move forward with purchase of new pickup and surplus resolution.

Parks

Subject/Description: Freeland Trail: Amendment No. 2 to Trail Lease Agreement – WSDOT & Island County

Attachment: Memorandum dated 11/20/15 from Catherine Kelly to BOCC

Action Requested: Approval of Amendment No. 2, Washington State Department of Transportation; renewal of trail lease for ten years.

Follow up: Okay with Board to move forward to a Tuesday consent agenda.

Roads

Subject/Description: Draft Transportation Element

Attachment: Memorandum dated 12/2/15 from Bill Oakes to BOCC, Transportation Element, Draft Program Guidelines/Transportation Concurrency Management Program/Memorandum of Understanding

Discussion: Bill Oakes provided the Board with an overview of the technical documents of the Transportation Element. Bill will draft language putting a mechanism in place to require mitigation for concurrency when a new development contributes 10 commuter trips to the ferry.

Parks

Subject/Description: Purchase and Sale, Assignment Agreements, Title and Appraisals for the Dillon Property Conservation Futures Acquisition

Attachment: Memorandum dated 12/2/15 from Public Works/Parks to BOCC

Action Requested: Approval of Assignment of Agreement for Purchase and Bargain Sale of Real Estate (Dillon – Camano Ridge Addition).

Follow up: Okay with Board to move forward to a Tuesday agenda.

Subject/Description: Purchase of 2 new mowers for Island County Parks

Attachment: Memorandum dated 12/2/15 from Public Works/Parks to BOCC/Purchase Order

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Action Requested: Approval of two (2) mowers; 48” Bad Boy Maverick and a 60” Bad Boy XP; \$13,278.00; Trade-in amount: \$11,500.00. Remaining \$1929.13 will come out of Parks M & O funds not expended in 2015.

Follow up: Okay with Board.

Subject/Description: **Trillium Forest Trailheads Projects LWCF 1613C and WWRP 1533D**

Attachment: Memorandum dated 12/2/15 from Public Works/Parks to BOCC

Action Requested: Approval of agreement between Washington State Recreation and Conservation Office and Island County establishing the terms and conditions by which a Grant is made from the Washington State Recreation and Conservation office.

Follow up: Okay with Board to move forward to a Tuesday agenda.

Subject/Description: **Trillium Forest Trailheads Implementation and Cooperative Agreement**

Attachment: Memorandum dated 12/2/15 from Public Works/Parks to BOCC

Action Requested: Approval of the agreement between the Whidbey Camano Land Trust and Island County establishing the terms and conditions whereby the WCLT and Island County will cooperate to provide recreational opportunities as well as the implementation and establishment of two parking areas on Smugglers Cove Road and Bounty Loop Road.

Follow up: Okay with Board to move forward to a Tuesday agenda.

Subject/Description: **Purchase and Sale Assignment Agreements for Trillium Community Forestry Bounty Loop and Smugglers Cove Properties**

Attachment: Memorandum dated 12/1/15 from Public Works – Parks to BOCC

Action Requested: Approval of purchase and sale and assignment agreements for Trillium Community Forest Bounty Loop and Smugglers Cove properties establishing the terms and conditions whereby the WCLT will purchase the properties.

Follow up: Okay with Board to move forward to a Tuesday agenda.

Record @ 03:33:47

Rick Hannold moved to authorize Bill Oakes to sign the following closing documents on behalf of the Board, due to pending deadlines. The motion was seconded by Commissioner Price Johnson and carried unanimously.

- Washington State Recreation & Conservation Office (RCO); Grant Agreement #14-1533D; Trillium Community Forest – Trailheads; \$326,280.00 (RRG Local Parks-\$163,140.00/WCLT in-kind Match-\$163,140.00)
- Whidbey Camano Land Trust; Implementation & Cooperative Agreement for the Trillium Community Forest Trailhead Development; Bounty Loop Road Trailhead and Smugglers Cove Road Trailhead
- Whidbey Camano Land Trust; Assignment of Agreement for Purchase & Sale of Real Property (Trillium Community Forest - Bounty Loop Road)
- Whidbey Camano Land Trust; Assignment of Agreement for Purchase & Sale of Real Property (Trillium Community Forest – Smugglers Cove Road)
- Whidbey Camano Land Trust; Assignment of Agreement for Purchase & Sale of Real Property (Camano Ridge Preserve – Dillon Parcel)
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**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 215
DECEMBER 2, 2015 – WORK SESSION**

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 2, 2015 at 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member – Excused

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Hiller West, Director of Current Use Planning, Keith Higman, Interim Director of Long Range Planning

Record @ 01:26:52

Subject/Description: Job Requisitions
Attachment: yes
Action Requested:

Community Development

- Plans/Examiner/Bldg Inspector, replacement, C9-C11, DOQ #115/15
Commissioner Hannold moved to approve Job Requisition # 115/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Long Range Planning

- Administrative Assistant, new position C6/C8, DOQ #112/15
Commissioner Hannold moved to approve Job Requisition #112/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Status Change Forms

Three (3) Deputy Prosecuting Attorney Promotions form DPA 13 to DPA 14 (approved in the 2016 supplemental budget)

Commissioner Hannold moved to approve status change forms for three Deputy Prosecuting Attorney's promotions from DPA 13 to DPA 14, in conjunction with the union contract as well as the 2016 supplemental budget that will be adopted on December 7, 2015. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Subject/Description: MOU

Attachment: yes

Action Requested: Approval of 1845-I Interim Agreement for 2016 Medical Insurance.

Follow up: Okay with Board to move forward to a Tuesday consent agenda.

DECEMBER 2, 2015 – WORK SESSION

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Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

Jill Johnson, Member – Excused

Director of Current Use Planning and Community Development, Paula Bradshaw

Others Present: Dan Mitchell, Chief Civil Deputy Prosecuting Attorney

Record @ 01:37:20

Subject/Description: Status update for Current Use and Long Range Planning

Attachment: Resolution C-111-15

Discussion: Commissioner Price Johnson reviewed the resolution which was brought forward by Human Resources with assistance from the Prosecuting Attorney's Office and passed in open session in October, separating current use and long range planning and reassigning the duties and responsibilities. Discussion followed about the goals of this action and an assessment of how it was working.

Both Keith Higman, Interim Director of Long Range Planning and Hiller West, Director of Current Use Planning and Community Development indicated that things were working well and they had no conflicts or challenges with the way the resolution laid out their duties. Staff support is being shared between departments.

The discussion reaffirmed the Board's support for the resolution as adopted.

Staff provided an update on land use permit activity, FEMA and long range planning.

Central Services Summary Minutes

Work Session was held between the County Commissioners and Central Services on Wednesday, December 2, 2015, at 11:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

Jill Johnson, Member – Excused

Staff Present: John Kent, Director, Diana Vaughn

Others Present: Melanie Bacon, HR Director

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Record @ 02:17:40

Subject/Description: Central Service Name Change Resolution

Attachment: draft resolution

Action Requested: Approval of resolution renaming Central Services Department to Information Technology Department. The Central Services Department has requested the name of its Department to be changed from Island County Central Services to Island County Information Technology Department to better reflect the service it is providing.

Follow up: Okay with Board to move forward with resolution.

Subject/Description: Network upgrade for performance and power over Ethernet

Attachment: none

Action Requested: Postponed.

Follow up:

Subject/Description: Replacement of existing County telephone system

Attachment: none

Action Requested: Postponed.

Follow up:

Subject/Description: Contract with NEOGOV for the purchase of Applicant On Line Tracking

Attachment: Service Agreement

Action Requested: Approval of service agreement with NEOGOV for the purchase of Applicant On Line Tracking.

Follow up: Okay with Board to move forward to a Tuesday agenda.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, December 2, 2015, at 1:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member - Excused

Staff: Pam Dill

Staff Present: Keith Higman, Director, Andrea Krohn

Others Present: Dan Mitchell, Chief Civil Deputy Prosecutor

Record @ 02:37:37

Environmental Health

Subject/Description: Revisions to ICC Chapter 14.03D

Attachment: Chapter 14.03D – Outdoor Burning Permits

Discussion: Keith Higman reviewed proposed revisions to Outdoor Burning Permits and discussed separating fireworks from outdoor burning.

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Follow up: Health Department staff will continue to work with the code reviser and bring back to a future work session.

Community & Family Health

Subject/Description: WIC update

Attachment: none

Information: Community Action of Skagit County has received another extension letter to allow them to continue to occupy federal property and deliver WIC services.

Subject/Description: WA State Dept. of Ecology- Site Hazard Assessment

Attachment: Contract No. # TCPRA-2015-ISCOPH-00022

Action Requested: Approval of Toxics Cleanup Remedial Action Grant Program Agreement between Department of Ecology and Island County Public Health Department; Term: 7/15-6/30/16; Amount: \$16,000.00

Follow up: Okay with Board to move forward to a Tuesday agenda.

Assessment & Healthy Communities

Subject/Description: United General District #304 – Youth Tobacco Prevention

Attachment: Agreement No. HD-20-2015

Action Requested: Approval of contract agreement between Island County Health Department and United General District No. 304; to implement youth tobacco prevention activities outlined in the Island County Public Health Department work plan; Period: 10/1/15-6/30/16; Amount: not to exceed \$3,500.00.

Follow up: Okay with Board to move forward to a Tuesday agenda.

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, December 2, 2015 at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Richard Hannold, Member
 Jill Johnson, Member - Excused

Staff: Pam Dill

Staff Present: **Keith Higman, Director**

Record @ 03:21:16

Subject/Description: Puget Sound Partnership – Local Integrating Organization

Attachment: Contract No. 2016-37

Action Requested: Approval of Interagency Agreement between Puget Sound Partnership and Island County to provide financial support for the coordination of the Local Integrating Organization (LIO) with Island County Watershed (WRIA 6); Period: upon execution through 9/30/16; Amount: \$75,000.00.

Follow-up: Okay with Board to move forward to Tuesday consent agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 219
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Subject/Description: Department of Ecology – Northwest Straits Agreement/Marine Resources Committee

Attachment: Contract No. SEANWS-2015-IsCoPH-00004

Action Requested: Approval of Agreement between Department of Ecology and Island County for funding the Island County Marine Resources Committee's operations and projects for 2015-2016; Contract term: 10/1/15-9/30/16; Amount: \$73,000.00.

Follow-up: Okay with Board to move forward to Tuesday consent agenda.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, December 2, 2015 at 2:05 p. m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member - Excused

Staff Present: Wylie Farr, Monica Felicia

Record @ 3:25:45

Subject/Description: Purchase of Triple Compartment Insert for jail van

Attachment: PO # 11058

Action Requested: Approval of PO # 11058 for Havis 100" Long Triple-Compartment Prisoner Transport Insert; Columbia Ford Nissan; \$22,659.61

Follow-up: Okay with Board.

**Facilities Department
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, December 2, 2015, at 2:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member – Excused

Staff Present: Larry Van Horn, Facilities Director

Record @ 03:27:50

Subject/Description: Fairgrounds grant opportunity

Attachments: Ltr dated 11/18/15 from Larry Van Horn to Washington State Department of Agriculture Fairs Program /Application for Capital Improvement Grant Funds

Information: Larry informed the Board he submitted an application for capital improvement grant funds to bring the historic Pole Building's electrical system up to a safe and reliable standard; Amount: \$82,200.00 (\$49,200.00 from WSDA, \$33,000.00 monetary and in-kind match from Island County)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 220
DECEMBER 2, 2015 – WORK SESSION**

Budget Director/GSA Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, October 21, 2015, at 2:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Rick Hannold, Member
Jill Johnson, Member – Excused

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Record @ 03:38:44

Subject/Description: Greg Banks Lawsuit (Banks v. Drummond Quo Warranto)

Attachments: yes

Information:

Legal fees incurred through November	\$153,162.96
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Estimated legal fees for December	\$ 80,000.00
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2015 Total Estimate	\$233,162.96
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Estimated for January 2016	\$50,000.00
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(Remainder of 2016 unknown – depending on whether case is appealed)

Follow up: The Board agreed to use GMA reserve funds.

Subject/Description: 2015 Budget Amendment #5

Attachments: yes

Action Requested: Elaine reviewed 2015 budget amendment #5 with the Board.

Follow-up: Okay with Board to schedule for public hearing.

Commissioners Agenda Summary Minutes

The County Commissioners met during Work Session on Wednesday, December 2, 2015 at 10:30 a.m., 11:40 a.m. & 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member – Excused

Staff: Pam Dill

Others Present: Dan Mitchell, Chief Civil Deputy Prosecutor, Hiller West, Director of Current Use Planning and Community Development

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 221
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Record @ 01:19:17

Add-on

Subject/Description: Washington Department of Fish and Wildlife Hydraulic Project Permit Rules

Attachments: none

Action Requested: Request from Pierce County to sign on to a letter being sent to the Washington Attorney General regarding new rules WDFW promulgated regarding Hydraulic Project approvals and permits. The letter expresses concerns that the rules will negatively impact important public work projects required for safety and commerce, and may result in increased delays in completing critical repair and maintenance work on roads, bridges, and related infrastructure.

Follow up: Okay with Board members to sign on to letter.

Record@ 02:33:14

Add-On

Subject/Description: LiveStories

Attachments: none

Discussion: Suggested dates for scheduling LiveStories presentation:

- January 5 – afternoon
- January 6 – morning

Follow up: Staff will coordinate.

Record @ 04:02:05

Subject/Description: 2016 2% Hotel-Motel Lodging Tax Committees recommendations

Attachments: yes

Action Requested: Postponed to December 16, 2015.

Subject/Description: Consider appointments to the Housing Authority of Island County

Attachments: yes

Action Requested: The Board considered appointments to the Housing Authority of Island County.

Follow up: Okay with Board to move recommendation forward to a Tuesday agenda.

Subject/Description: Consider appointments to the Island County Planning Commission

Attachments: yes

Action Requested: The Board considered appointments to the Island County Planning Commission.

Follow up: Okay with Board to move recommendation forward to a Tuesday agenda.

Subject/Description: Committee assignments for 2016

Attachments: yes

Action Requested: Postponed to December 16, 2015.

Record @ 04:07:02

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 222
DECEMBER 2, 2015 – WORK SESSION**

Commissioner Hannold moved to delegate authority to the senior Board member in attendance during the December 4, 2015 deposition of Greg Banks to assert or waive the attorney-client privilege on behalf of the Board, in consultation with Short Cressman. The motion was seconded by Commissioner Price Johnson and carried 2-0.

Commissioner Hannold moved to give the Chair the authority to sign on behalf of the Board a letter to Washington's County Councils and Boards of County Commissioners regarding their use of RCW 36.32.200. The motion was seconded by Commissioner Price Johnson and carried 2-0.

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

Helen Price Johnson, Chair

Richard M. Hannold, Member

Jill Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board